

RAO COPY

ODP-4

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300003-6

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div>		
2	3C-19, Headquarters		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	X INFORMATION	SIGNATURE
Remarks:			
<p>Pete:</p> <p>Attached is a Forms Management Guide for the use of Agency Records Officers. It does not contain any policy material and there are no new procedures included. We are issuing it as a Guide to serve until a Forms Handbook is available.</p> <p>If you have any questions or need additional copies, let me know.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> RecAdmin Officer 604 - 1016 16th St. NW			9/25/63

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT